

STATE OF IDAHO
DIVISION OF BUILDING SAFETY
ELECTRICAL BUREAU
1090 E. WATERTOWER STREET
MERIDIAN, ID 83642
208.334.2183
dbs.idaho.gov

APPLICATION FOR ELECTRICAL CONTRACTOR'S LICENSE

In order to be approved for the Electrical Contractor examination, the applicant must comply with the provisions of IDAPA 07.01.03015 (attached pages 5 & 6)

Briefly, the applicant must:

- A. Either be or employ a Idaho licensed journeyman who has held a license for two years and qualifies as a supervising journeyman under IDAPA 07.01.03015. A designated full time, supervisory employee must be identified on the application to take the contractor exam and successfully pass the examination for the corporation, company, etc. in accordance with the provisions in IDAPA 07.01.03015.
- B. Submit properly completed, signed and notarized application with the \$15 administrative fee. Mail the completed application form and fee to the Electrical Bureau at the address above. Upon application approval, the Electrical Bureau will issue an examination registration form to the applicant.

Note: A testing service is under contract with the Bureau to administer the examination and a testing fee is required. To purchase the Idaho Contractors Reference Manual, contact International Code Council at 1-888-422-7233.

- C. Complete the contractor examination registration form and submit **to the testing service** with the appropriate fee. **Please Note:** *If the applicant does not take the examination within sixty (60) days of Bureau approval, he/she must reapply to the Electrical Bureau and resubmit the \$15 administrative fee.*
- D. Successfully pass the contractors examination. (A passing score of 70% is required)
- E. Provide proof of \$300,000 liability insurance and worker's compensation insurance or statement of exemption for worker's compensation (if applicable). *Certificates of insurance may be attached to this application*
- F. Submit payment of the \$125.00 license fee to the Electrical Bureau.

Once all of the above requirements are met, the Bureau will issue the electrical contractor license.

All electrical contractor licenses must be renewed annually during the month of July following the date of issue. The renewal fee for an electrical contractor's license is \$100. Updated proof of \$300,000 liability insurance and worker's compensation insurance (if applicable) must be supplied at the time of each renewal.

PLEASE MAIL THE COMPLETED APPLICATION, A PHOTOCOPY OF YOUR PICTURE IDENTIFICATION, AND THE \$15.00 ADMINISTRATIVE FEE TO ADDRESS ABOVE

STATE OF IDAHO
DIVISION OF BUILDING SAFETY
ELECTRICAL BUREAU

FOR ELECTRICAL BUREAU USE

APPROVAL: _____
DATE: _____

APPLICATION FOR ELECTRICAL CONTRACTOR'S LICENSE

Check the form of business organization under which you will be operating:

Individual _____ Co-partnership _____ Company _____ Association _____ Corporation _____

Business name: _____

Mailing Address: _____

(Street) (City) (State) (Zip Code)

Telephone No: _____ Cell Ph. No: _____ Fax No. _____

email: _____

THIS APPLICATION MUST BE SIGNED AND NOTARIZED

Note: This application must be signed in all three places. If the applicant is an individual/sole proprietor and will be the supervising journeyman, he/she must sign the application in all three places.

I, _____, being first duly sworn, do hereby
(Type or Print) certify that the above statements are
true and correct.

Signature of Applicant (Owner) Date Social Security Number

Tax Identification Number: _____

Supervising Journeyman Information: I hereby certify that I am a full time employee of, and shall be responsible for supervision of electrical installations made, by the above listed company, that I have been employed as a licensed journeyman electrician for a period of not less than two (2) years at a minimum of 2,000 hours per year and I shall be available during working hours to carry out the duties of supervising journeyman as set forth in Idaho Code Title 54, Chapter 10 and IDAPA 07.01.03015. **Verification of two years employment as a journeyman or master electrician by an employer must be included. See page 3.**

Supervising Journeyman Name (Type or Print) Signature Idaho Journeyman Electrician License #

Representative Information: I hereby certify that I am a full time, supervisory employee of the above listed company and that I am not currently designated by any other company to be their representative for contractor examination purposes.

Representative for Examination (Type or Print) Signature Social Security Number

:

THIS SECTION TO BE COMPLETED BY A NOTARY PUBLIC

Subscribed And Sworn To Before Me This _____ Day Of _____, 20 _____

NOTARY PUBLIC SIGNATURE: _____

NOTARY PUBLIC FOR: _____

COMMISSION EXPIRES: _____

STATE OF IDAHO
DIVISION OF BUILDING SAFETY
ELECTRICAL BUREAU

**EMPLOYER'S VERIFICATION FORM FOR SUPERVISING JOURNEYMAN OR MASTER
APPLICATION FOR ELECTRICAL CONTRACTOR LICENSE**

NOTE: SELF-VERIFICATION WILL NOT BE ACCEPTED.

THIS PAGE MAY BE COPIED AS NECESSARY FOR MORE THAN ONE EMPLOYER.

Applicant Name _____ License Number: _____

Dates of Verification: _____
From: _____ To: _____

**TOTAL HOURS DOING JOURNEYMAN OR MASTER ELECTRICAL WORK FOR THIS EMPLOYER FOR
THE TIME PERIOD NOTED ABOVE: _____**

THIS APPLICATION MUST BE SIGNED AND NOTARIZED

This work was performed under the employment of:

Name of Employer: _____

Address: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____ Fax Number: _____

Telephone Number: _____

Electrical Contractor License Number: _____

Signature (Employer)

THIS SECTION TO BE COMPLETED BY A NOTARY PUBLIC

Subscribed And Sworn To Before Me This _____ Day of _____, 20 _____

NOTARY PUBLIC FOR: _____

COMMISSION EXPIRES: _____

STATE OF IDAHO
DIVISION OF BUILDING SAFETY
ELECTRICAL BUREAU

APPLICATION FOR ELECTRICAL CONTRACTOR'S LICENSE

Check the form of business organization under which you will be operating:

____ Individual ____ Co-Partnership ____ Company ____ Association ____ Corporation

List all owners, partners, officers or principles as applicable:

.....

Proof of \$300,000.00 Liability Insurance and Worker's Compensation Insurance (if applicable) must be received by the Electrical Bureau before your Contractor's License will be issued. If Workers Compensation insurance is not applicable (exempt) your signature is required on the statement below, before your license can be issued.

STATEMENT OF EXEMPTION FOR WORKER'S COMPENSATION

I qualify as an exempt employer for worker's compensation insurance:

Signature: _____ Date: _____

IDAPA 07
TITLE 1
CHAPTER 3
RULES OF ELECTRICAL LICENSING AND REGISTRATION - GENERAL
DIVISION OF BUILDING SAFETY
ELECTRICAL BUREAU

015. ELECTRICAL CONTRACTOR.

01. Qualifications for Electrical Contractor.

a. Except as hereinafter provided, any person, partnership, company, firm, association, or corporation shall be eligible to apply for an electrical contractor license upon the condition that such applicant shall have at least one full-time employee who holds a valid journeyman electrician license issued by the Electrical Bureau, and has held a valid journeyman electrician's license for a period of not less than two (2) years, during which time he was employed as a journeyman electrician for two thousand (2,000) hours per year, and who will be responsible for supervision of electrical installations made by said company, firm, association, or corporation as provided by Section 54-1010, Idaho Code. An individual electrical contractor may act as his own supervising journeyman electrician upon the condition that he holds a valid journeyman electrician license issued by the Electrical Bureau, and has held a valid journeyman electrician's license for a period of not less than two (2) years, during which time he was employed as a journeyman electrician for two thousand (2,000) hours per year. The supervising journeyman electrician shall be available during working hours to carry out the duties of supervising journeymen, as set forth herein. (4-1-91)

b. Those duties include assuring that all electrical work substantially complies with the National Electrical Code and other electrical installation laws and rules of the state, and that proper electrical safety procedures are followed; assuring that all electrical labels, permits, and licenses required to perform electrical work are used; assuring compliance with correction notices issued by the Division; and any person designated under Subsection 015.01.a., and the contractor he represents, shall each notify the Division in writing if the supervising journeyman's working relationship with the contractor has been terminated. Each notice must be filed with the Division within ten (10) days of the date of termination. If the supervising journeyman's relationship with the contractor is terminated, the contractor's license is void within ninety (90) days unless another supervising journeyman is qualified by the Division. 7-27-94)

02. Required Signatures on Application. An application for an electrical contractor license shall be signed by the applicant or by the official representative of the partnership, company, firm, association, or corporation making the application. The application shall be countersigned by the supervising journeyman electrician. (4-1-91)

03. Electrical Contracting Work Defined. An electrical contractor license issued by the Division of Building must be obtained prior to acting or attempting to act as an electrical contractor in Idaho. (4-5-00)

a. "Electrical contracting work" includes electrical maintenance or repair work, in addition to new electrical installations, unless such work is expressly exempted by Section 54-1016, Idaho Code. (4-5-00)

b. Any person or entity providing or offering to provide electrical contracting services, including, but not limited to, submitting a bid shall be considered as acting or attempting to act as an electrical contractor and shall be required to be licensed (4-5-00)

c. Any person or entity, not otherwise exempt, who performs or offers to perform electrical contracting work, is acting as an electrical contractor, whether or not any compensation is received. (4-5-00)

04. Previous Revocation. Any applicant for an electrical contractor license who has previously had his electrical contractor license revoked for cause, as provided by Section 54-1009, Idaho Code, shall be considered as unfit and unqualified to receive a new electrical contractor license so long as such cause for revocation is continuing and of such nature that correction can be made by the applicant. (1-14-87)

05. Reviving an Expired License. Any applicant for an electrical contractor license who has allowed his license to expire and seeks to revive it under the provisions of Section 54-1013, Idaho Code, may be denied a license as unfit and unqualified if, while operating under the license prior to expiration, he violates any of the laws and/or rules applicable to electrical contractors. (4-1-91)

06. Qualification for Supervising Journeyman. A journeyman electrician shall not be considered as qualified to countersign an electrical contractor license application as the supervising journeyman, nor shall said application be approved if he does countersign said application as the supervising journeyman, if said journeyman has had his Idaho Electrical Contractor license revoked for cause under Section 54-1009, Idaho Code. A supervising journeyman shall not countersign for more than one (1) contractor. A journeyman who is a full time employee of a company, corporation, firm or association with an industrial account may sign as supervising journeyman for that industrial account in addition to signing as supervising journeyman for his own contractor's license so long as the journeyman is listed as the owner and complies with the provision of Subsections 015.01.a and 015.01.b. (7-1-97)

07. Failure to Correct Defects in Electrical Installations. If a journeyman countersigns an electrical contractor license application pursuant to Subsection 07.01.03015.03 and thereafter willfully fails to correct defects in electrical installations he made or supervised, and such defects are within his power to correct and are not the fault of the contractor, then the Electrical Bureau shall have the power to suspend or revoke said journeyman's license pursuant to Section 54-1009, Idaho Code. (1-14-87)

08. Overcharging of Fees. It shall be grounds for suspension or revocation of an electrical contractor license if he charges and collects from the property owner an electrical permit or inspection fee which is higher than the fee actually in effect at the time of such charging and collection, pursuant to the current Electrical Laws and Rules of the of Building Safety, Electrical Bureau, and the fee remitted by the contractor to the Division is less than the fee actually charged and collected by him. (4-6-83)

09. Electrical Contractor's Examination.

a. Each electrical contractor's license applicant must pass a contractor's examination to be administered by the Division or its designee. Any applicant which purports to be a non-individual (i.e., corporation, partnership, company, firm, or association), must designate in writing an individual to represent the partnership, company, etc., for examination purposes. Any such designee shall be a full-time supervisory employee and may not represent any other applicant for an electrical contractor's license. (9-1-94)

b. Any person designated under Subsection 015.09.a., and the contractor he represents, shall each notify the Division in writing if the designee's working relationship with the contractor has been terminated. Each notice must be filed with the Division within ten (10) days of the date of termination. If the designee's relationship with the contractor is terminated, the contractor's license is void within ninety (90) days unless another duly qualified designee passes the electrical contractor's examination on behalf of the contractor. (9-1-94)

c. Passage of the contractor's examination shall only be required for new electrical contractor license applications submitted after the effective date of this rule, September 1, 1994, and shall not apply to license renewal or revival under Section 54-1013, Idaho Code. (9-1-94)